

## **Plan Check Submittal Requirements – One and Two Family Dwellings**

**Handout No. 2-17**  
**Revised 11/28/05**

### **Residential Plan Check Submittal Criteria**

- 2 sets of plans must be prepared to a professional quality acceptable to the City.
- Plans must be on appropriate size paper, we suggest 18" X 24" and drawn to scale.
- Plans must be prepared according to published minimum submittal requirements. Refer to appropriate suggested document submittal list.
- All plan review submittals are done by appointment only, to make an appointment, call (408) 535-3555

### **The following must be completed prior to your appointment:**

- Plan check submittal form completed
- The Single Family House Permit Processing Form must be completed and approved by Permit Center counter staff prior to plan review.

### **Other Approvals and Clearances**

During your initial appointment, a SITUS review will be completed to determine if other Division or Departmental clearances are required. A preliminary zoning review will be done at this time to ensure there are no major zoning issues.

- Some Public Works reviews are required prior to completion of plan review (flood zone review and geological hazard review), other clearances (Public Works development clearance and grading permits) are required prior to issuance of a permit. Public Works can be reached at (408) 535-3555.
- Projects that have fire sprinklers will require review and approval from the Fire Department. They can be reached at (408) 535-3555

Plan submittals must clearly indicate the nature and scope of work. A typical plan submittal may include a site plan (plot plan), foundation plan, the existing floor plan, proposed floor plan, roof plan, sections, framing details, exterior elevations and supporting energy, soils reports and structural calculations. For complete plan submittal requirements obtain a copy of the Building Division's appropriate document submittal list, Handout No. 2-7 Suggested Document Submittal List for Additions and Alterations and Handout No. 2-8 Suggested Document Submittal List for Single Family Residences.

Anyone can prepare plans, however, plans must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the building official may require the preparation of plans, drawings, specifications or calculations for that portion by or under the direct supervision of a registered engineer or architect. The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation.



CITY OF SAN JOSÉ, CALIFORNIA

**Building Division Submittal Form**

**Single Family House Permit Processing Form**

**Project Address:** \_\_\_\_\_

**Projects Plan Title:** \_\_\_\_\_ **revised** \_\_\_\_\_

A. Lot size \_\_\_\_\_ sq. ft.

B. Gross house size (Excludes Garages, basements and accessory structures) \_\_\_\_\_ sq. ft.

C. Calculate Floor Area Ratio (divide B by A) \_\_\_\_\_ F.A.R.

**Single Family House Permit Determination Checklist**

	<b>YES</b>	<b>NO</b>
1. Is the new house or addition greater than 30 feet in height?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the new house or addition greater than 2 stories?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the floor area ratio of your house greater than .45?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the house or site a designated City Landmark?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the house or site identified on the City Historic Resources Inventory?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the house or site located in a Historic District or Conservation Area?	<input type="checkbox"/>	<input type="checkbox"/>

**If yes, to any of the above questions you need a Single Family House Permit.**

I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose Building Division. I understand that any change to the proposed structure during the Plan Check process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

Based on the information provided above, a Single-Family House Permit ☐ **is** ☐ **is not** required for this proposed house. If a Single-Family House Permit is not required, then a Building Permit may be obtained without further approval by the Planning Division. Any change to the proposed structure during the Plan Check process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Division Staff Signature

\_\_\_\_\_  
Date

Revised July 2000



CITY OF SAN JOSÉ, CALIFORNIA

## Building Division Submittal Form

### Project Worksheet for One & Two Family Dwellings

**Office Use Only**

Submittal Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Plan Check No. \_\_\_\_\_

Project Address: \_\_\_\_\_

Tract No. \_\_\_\_\_ Lot No. \_\_\_\_\_ APN No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Use: ☐ Single-Family ☐ Duplex ☐ Residential Care ☐ Other \_\_\_\_\_

Applicant : \_\_\_\_\_ Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

**Plan Review Contact:** \_\_\_\_\_ **Firm:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Contact: (Circle Applicable) Owner Permit Service Designer Architect Engineer Contractor Other

Property Owner: \_\_\_\_\_

**Service Requested:**

Submittal for: ☐ Permit Application & Plan Review ☐ Zoning Review  
Counter Service: ☐ Prelim Zoning Review ☐ Prelim Code Review

**Permit Type (circle all applicable):**

addition/alteration - accessory structure - subtrade only - new custom home - demolition - fire damage - house move

**Permits Requested:** ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical

**Previous Permits** obtained for this project: Yes / No Permit no(s). \_\_\_\_\_

No. of Stories: \_\_\_\_\_ Lot Size: \_\_\_\_\_ sq ft Building height: \_\_\_\_\_

Planning Permit No. (if applicable): \_\_\_\_\_

Number of Plans Submitted:	Plans _____	Struct Calcs _____	Title 24 Docs _____
	Soils Report _____	Other _____	

Describe Proposed Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MANDATORY:** Complete opposite side of this page to indicate scope of work proposed.

**THIS FORM MUST BE COMPLETED PRIOR TO COUNTER SERVICE.** Incomplete forms may result in the applicant returning to the waiting area to complete this form, and issuance of a new counter service ticket number behind other customers

### Single Family Remodel Scope of Work

Indicate the area (square feet) of work proposed, below:

		Addition to Existing	Alteration of Existing	New Home	
Heated Living	Total Living Area <sup>1</sup>	sf	sf	sf	
	Kitchen <sup>2</sup>	sf	sf		
	Bath #1 <sup>2</sup>	sf	sf		no. fixtures being installed _____
	Bath #2 <sup>2</sup>	sf	sf		no. fixtures being installed _____

		Addition to Existing	Alteration of Existing	New Structure
Unheated Rooms	Garage - detached			
	Garage - attached			
	Screen Room			
	Basement			
	Other:			

Other Structures		New Area	
	Patio Cover		
	Swimming Pool		
	Deck		
	Retaining Wall	_____ ft height x _____ ft length	
	Fence	_____ ft height x _____ ft length	

	Description	Area	Quantity
Other Construction			

		Quantity
Other Alteration Items	Windows / Exterior Door	
	Bay Windows	
	Skylights (framing modified)	
	Skylights (w/o framing modification)	

Notes:

<sup>1</sup> Includes floor area of kitchen, bathrooms and heated basements.

<sup>2</sup> List kitchen and bath square feet separately.

**Suggested Document Submittal List  
for Single Family Additions/Alterations (SFD-A)**

**Handout No. 2-7  
Published 8/21/00  
Page 1 of 2**

**I. Document Submittal List**

- A. Drawings 18" X 24" Suggested Minimum Blueprints Size  
(3)\* sets of:
1. General Information
  2. Plot Plan
  3. Architectural Plans - Floor Plan
    - Roof Plan
    - Exterior Elevations
    - Foundation Plan
    - Floor Framing Plan
    - Roof Framing Plan
    - Truss Information
    - Cross Section
    - Structural Framing Details
- Structural -
- Relevant Information on New Plumbing, Mechanical and Electrical Components
- B. Calculations 1. Structural Calculations (For Vertical and Lateral Loads)  
(2) sets of: 2. Energy Calculations and Forms for New Elements (Title 24)

\* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

**II. Expanded Information on Above Documents**

- A-1. Information
1. Sign & Stamp on All Documents by Preparer, Architect or Engineer  
(Cover Sheet of Each Document to be Wet Signed)
  2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer
  3. Project Name and Address, as well as Project Owner's Name, Address, Phone No.
  4. Cover Sheet Information
    - a. Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC & Energy)
    - b. Description of Scope of All Work
    - c. Occupancy Group(s) and Type of Construction
    - d. Gross Area per Floor and Building Height
    - e. Index of Drawing Information
  5. Scale for All Drawings and Details
- A-2. Plot Plan
1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
  2. Building Footprint with all Projections and Dimensions to Property Lines
  3. Vicinity Map and North Arrow
  4. Easement and Visible Utilities on Site
  5. Existing and Proposed Grading Plan, Topographic Plan drawn to 1'-0" Contours
  6. Location of Existing and Proposed Retaining Walls

A-3.	Architectural and Structural Plans	<ol style="list-style-type: none"> <li>1. Foundation and Structural Floor Framing Plans</li> <li>2. Architectural Floor Plans (Existing &amp; New) including Adjoining Rooms</li> <li>3. Demolition Plan listing Quantities of Friable Asbestos to be Removed</li> <li>4. Exterior Elevations</li> <li>5. Structural Material Specifications</li> <li>6. Structural and Architectural Details</li> <li>7. Typical Cross Sections in Each Direction</li> <li>8. Shear Wall and Holdown Plan (Including Complete Table) (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns &amp; bolts)</li> </ol>
	Details (As Applicable)	<ol style="list-style-type: none"> <li>1. Window &amp; Door Schedule (Detail Egress, Safety Glazing &amp; Skylight ICBO No.)</li> <li>2. Flashing: Vertical &amp; Vertical to Horizontal Junctures of Materials</li> <li>3. Fireplace - Masonry or Prefabricated Fireplace listing ICBO No.</li> <li>4. Footing, Piers and Grade Beams</li> <li>5. Post and Girder Connections</li> <li>6. Roof: Eaves, Overhangs, Rakes and Gables</li> <li>7. Floor Changes (i.e., Wood to Concrete Flashing Detailed)</li> <li>8. Handrails, Guardrails and Support Details</li> <li>9. Structural Wall Sections with Details at Foundation, Floor and Roof Levels</li> <li>10. Stairway Rise and Run, Framing, Attachment and Dimensions of Members</li> <li>11. Shear Transfer Details and Holdown Bolt Details</li> </ol>
	Prefab. Trusses	<ol style="list-style-type: none"> <li>1. Roof Framing Plan with Truss I.D. No. and Manufacturer's Name</li> <li>2. Detail of all Truss Splices, Connections, Plate Sizes and Hangers</li> <li>3. Show all Trusses including Gable Bracing and Bridging</li> <li>4. Truss Plans Reviewed and Stamped Approved by Responsible Design Professional</li> </ol>
	Relevant Information on New Mechanical, Plumbing and Electrical Components	<ol style="list-style-type: none"> <li>1. Location of HVAC Equipment and size (BTU/HR Output)</li> <li>2. Locations of new plumbing fixtures with all required dimensions listed</li> <li>3. Locations of outlets, fixtures, switches, smoke detectors, Subpanels and Main Panels with Size and Location</li> </ol>
B-2.	Energy Requirements	<ol style="list-style-type: none"> <li>1. CF-1R and MF-1R forms completed, signed and printed on plans</li> <li>2. CF-GR and Insulation Certificate attached to plans</li> <li>3. Performance Analysis and Back-up forms included</li> </ol>
<b>III.</b>	<b>Separate Plans &amp; Permits</b>	<ol style="list-style-type: none"> <li>1. Accessory Structures Proposed on the Plot Plan</li> <li>2. Pools and Spas</li> <li>3. Demolition of Structures</li> </ol>

Notes:

- (1) Plans can be combined for simple buildings, if clarity is maintained.
- (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (3) Other departments and agencies review and approvals may be required.

**Suggested Document Submittal List  
For New Single Family Dwellings ( SFD)**

**Handout 2-8  
Published 8/21/00  
Page 1 of 2**

**I. Document Submittal List**

- |    |                              |   |
|----|------------------------------|---|
| A. | Drawings<br>(3)* sets of:    | <p>18" X 24" Suggested Minimum Size</p> <ol style="list-style-type: none"> <li>1. General Information</li> <li>2. Plot Plan</li> <li>3. Grading Plan</li> <li>4. Architectural Plans - Floor Plan <ul style="list-style-type: none"> <li>Roof Plan</li> <li>Exterior Elevations</li> </ul> </li> </ol> <p>Structural -</p> <ul style="list-style-type: none"> <li>Foundation Plan</li> <li>Floor Framing Plan</li> <li>Roof Framing Plan</li> <li>Truss Information</li> <li>Cross Section</li> <li>Structural Framing Details</li> </ul> <p>Relevant Information on Plumbing, Mechanical and Electrical Components</p> |
| B. | Calculations<br>(2) sets of: | <ol style="list-style-type: none"> <li>1. Structural Calculations (For Vertical and Lateral Load)</li> <li>2. Energy Calculations and Forms (Title 24)</li> </ol>   |
| C. | Other Documents              | <ol style="list-style-type: none"> <li>1. Soils Report &amp; Geologic Hazard Study if in Geologic Hazard Zone</li> </ol>  |

\* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

**II. Expanded Information on Above Documents**

- |      |             |   |
|------|-------------|---|
| A-1. | Information | <ol style="list-style-type: none"> <li>1. Sign &amp; Stamp on All Documents by Preparer, Architect or Engineer<br/>(Cover Sheet of each Document to be Wet Signed)</li> <li>2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer</li> <li>3. Project Name and Address, as well as Project Owner's Name, Address, Phone No.</li> <li>4. Cover Sheet Information <ul style="list-style-type: none"> <li>a. Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC &amp; Energy)</li> <li>b. Description of Scope of All Work</li> <li>c. Occupancy Group(s) and Type of Construction</li> <li>d. Gross Area per Floor and Building Height</li> <li>e. Index of Drawing Information</li> </ul> </li> <li>5. Scale for All Drawings and Details</li> </ol> |
| A-2. | Plot Plan   | <ol style="list-style-type: none"> <li>1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)</li> <li>2. Building Footprint with all Projections and Dimensions to Property Lines</li> <li>3. Vicinity Map and North Arrow</li> <li>4. Easements and Visible Utilities on Site</li> <li>5. Locate Existing Fire Hydrant within 500 feet of the Project</li> </ol>  |

A-3.	Grading Plan	<ol style="list-style-type: none"> <li>Existing and Proposed Grading Plans</li> <li>Pad Elevations &amp; Ground Slope Drainage Scheme and Topographic Drawn to 1'-0 Contours</li> <li>Retaining Walls and Drainage Systems</li> </ol>
A-4.	Architectural and Structural Plans	<ol style="list-style-type: none"> <li>Foundation and Structural Floor Framing Plans</li> <li>Architectural Floor Plans</li> <li>Exterior Elevations</li> <li>Structural Material Specifications</li> <li>Structural and Architectural Details</li> <li>Typical Cross Sections in Each Direction</li> <li>Shear Wall and Holdown Plan (Including Complete Table) (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns &amp; bolts)</li> </ol>
	Details (As Applicable)	<ol style="list-style-type: none"> <li>Window Schedule: (Detail egress, Safety Glazing &amp; Skylight ICBO Numbers)</li> <li>Door Schedule: List sizes and Types</li> <li>Flashing: Vertical &amp; Vertical to Horizontal Junctures of Materials</li> <li>Fireplace - Masonry or Prefabricated Fireplace listing ICBO NO.</li> <li>Footings, Piers and Grade Beams</li> <li>Post and Girder Connections</li> <li>Roof: Eaves, Overhangs, Rakes and Gables</li> <li>Floor Changes (i.e., Wood to Concrete Flashing Detailed)</li> <li>Handrails, Guardrails and Support Details</li> <li>Structural Wall Sections with Details at Foundation, Floor and Roof Levels</li> <li>Stairway Rise and Run, Framing, Attachment and Dimensions of Members</li> <li>Shear Transfer Details and Holdown Bolt Details</li> </ol>
	Prefab. Trusses	<ol style="list-style-type: none"> <li>Roof Framing Plan with Truss I.D. No. and Manufacturer's Name</li> <li>Detail of all Truss Splices, Connections, Plate Sizes and Hangers</li> <li>Show all Trusses including Gable Bracing and Bridging</li> <li>Truss Plans Reviewed and Stamped Approved by Responsible Design Professional</li> </ol>
	Relevant Information on Mechanical, Plumbing, and Electrical Components	<ol style="list-style-type: none"> <li>Location of HVAC Equipment and size (BTU/HR Output)</li> <li>Locations of plumbing fixtures with all required dimensions listed</li> <li>Locations of outlets, fixtures, switches, smoke detectors, Subpanels and Main Panels with Size and Location</li> </ol>
B-2.	Energy Requirements	<ol style="list-style-type: none"> <li>CF-1R and MF-1R forms completed, signed and printed on plans</li> <li>CF-GR and Insulation Certificate attached to plans</li> <li>Performance Analysis and Back-up forms included</li> <li>Grading plans and permits may be required</li> </ol>

### III. Separate Plans & Permits

- Accessory Structures Proposed on the Plot Plan
- Pools and Spas
- Demolition of Structures on Site
- Grading plans and permits may be required

#### Notes:

- Plans can be combined for simple buildings, if clarity is maintained.
- This is not a complete list of all required submittals, and additional information may be required after plan review.
- Other departments and agencies review and approval may be required.



# City Of San Jose Building Permit

PERMIT #: \_\_\_\_\_

Issuance Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued By: \_\_\_\_\_

(Please print clearly and fill in all that apply)

PROJECT ADDRESS: \_\_\_\_\_

ASSESSOR PARCEL # \_\_\_\_\_ CITY: San Jose/Santa Clara County

APPLICANTS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TENANT COMPANY NAME: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

(Jurisdictions may require written approval from the owner)

☐ ARCHITECT ☐ ENGINEER

LICENSE/REGISTRATION #: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PROJECT CONTACT PERSON: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**CONTRACTOR**

LICENSE #: \_\_\_\_\_ LIC. CLASS(ES): \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ BUSINESS LIC #: \_\_\_\_\_

Licensed Contractors Declaration: I hereby affirm *under penalty of perjury* that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. Date: \_\_\_\_\_ Contractor Signature: \_\_\_\_\_

Owner-Builder Declaration: I hereby affirm *under penalty of perjury* that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9, (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500):

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).
- ☐ I, as owner of property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractors License Law).
- ☐ I am exempt under Sec. \_\_\_\_\_, B & P.C. for this reason \_\_\_\_\_

Date: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Workers' Compensation Declaration: I hereby affirm *under penalty of perjury* one of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: \_\_\_\_\_ POLICY NO. \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

- ☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney fees.

Construction Lending Agency Declaration: I hereby affirm *under penalty of perjury* that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name: \_\_\_\_\_ Lender's Address: \_\_\_\_\_

I Certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant/Agent: \_\_\_\_\_

**THE FOLLOWING NOTICE IS MANDATED BY SECTION 19830  
OF THE HEALTH AND SAFETY CODE OF THE  
STATE OF CALIFORNIA**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified.

For your protection you should be aware that as “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City of San Jose. They are also required by law to put their license numbers on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection.

If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.

If you are an employer, you must register with the state and federal government as a employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers’ compensation insurance, disability insurance, disability insurance costs, and unemployment compensation contributions.

There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers’ compensation insurance.

For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the United States Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.

A frequent practice of unlicensed persons professing to be contractors is to secure an “owner-builder” building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.

Information about licensed contractors may be obtained by contacting the Contractor’ State Licensed Board in your community, 100 Paseo de San Antonio, Room 319, San Jose, California 95113, telephone 277-1244.

Please complete and return the enclosed owner-builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

**CITY OF SAN JOSE  
BUILDING DEPARTMENT**

**THE FOLLOWING FORM IS MANDATED BY SECTION 19831  
OF THE HEALTH AND SAFETY CODE OF THE STATE OF CALIFORNIA**

**ATTENTION PROPERTY OWNER OF:** \_\_\_\_\_  
(Property Address)

An "owner-builder" building permit has been applied for in your name and bearing your signature.

Please complete and return this information at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. No building permit will be issued until this verification is received.

1. I personally plan to provide the major labor and materials for construction of the proposed property improvement [yes ( ) no ( ) ].
2. I [have ( ) have not ( ) ] signed an application for a building permit for the proposed work.
3. I have contracted with the following person (firm) to provide the proposed construction:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor's License No.: \_\_\_\_\_

4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise, and provide the major work.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contractor's License No: \_\_\_\_\_

5. I will provide some of the work, but I have contracted (hired) the following persons to provide the work indicated:

Name	Address	Phone	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_